

How to Register For Your Voyage

Hi, and welcome to Pacific University. We are so excited to have you come on a Voyage with us and can't wait to meet you. However, before you can take an adventure with us we require a few items of paperwork to be filled out. This will be done online using our new ATS system. We share this system with our University's Athletic Training Department so please ignore all of the language that makes this system seem specific only to athletes. With that being said, **please follow these step by step instructions** so we can place you on a Voyage. Your Voyage placement is on a first come first serve basis. You will not be placed on a trip until both parts of the registration process have been successfully completed. If you have any questions or concerns please call Voyages at (503)352-3080 or send us an email at pacificvoyages@gmail.com.

Deadline for registration is: July 25, 2015

If your registration is completed between April 15-May 1st you get \$50 off your Voyage trip payment

If your registration is completed between May 2-June 1st you get \$25 off your Voyage trip payment

Instructions

1. Copy and paste this link into your browser: <https://www.atsusers.com/atsweb/login.aspx?db=atspacificu>

The screenshot shows a web browser window with the URL <https://www.atsusers.com/atsweb/login.aspx?db=atspacificu>. The page has a blue header with the text "Athletic Trainer System ® Athlete Portal Login". Below the header is a logo for "ATS Pacific University". The main content area contains a login form with the following elements:

- Athlete ID:
- Password:
- Database:
- Login button
- Forgot your Password? link

At the bottom of the page, there is a footer with the text: "atspacificuATS Athlete Portal Version 2.0.0.0 Copyright © 2015, Keffer Development Services, LLC".

2. For the Athlete ID enter in the word new. For the password, also enter in the word new. Click the Login button. This will then get you started and allow you to fill things out.



3. For the first section titled Select Organization, choose the option: **Voyages**

4. For the second section titled Select Team 1-choose the option **Voyages Coed Registration**. We will have a form for you to fill out later in order to rank your top three Voyage trips so that then we will place you on an actual Voyage trip later.

5. After you have selected the team, fill out all General Information as you deem necessary. We do NOT need your passport or drivers license number. You may also ignore Medical History, Allergies, and Current Medications, as you will fill out a more detailed medical history form later. We would like to know your Race and Ethnicity to help us keep track of the demographics our program attracts.

6. Make sure to create and remember your new Athlete ID and Password as this is how you will log into the system in the future.

7. For the Year option, please select Freshmen or your class standing if you are a transfer student.
8. **Save** your information.
9. Scroll back up to the top of the page. Ignore all tabs and **click only on the eFiles tab**. Click the eFiles tab to open.



10. Please download **all forms**. You can download forms in the view column. You will see a piece of paper with a green arrow: click on that. Microsoft Word will tell you that the something isn't right with the file. Just ignore this and click yes until the file works for you.
11. Follow the form instructions and save them on your computer under a new name.
12. Once you have completed your forms, you must **UPLOAD them back to our server**. This can be done at the bottom of the eFiles page. Simply click "choose file" and upload all the forms. Please put the form name as the description.

A screenshot of a web form titled "Electronic Files uploaded by the athlete." The form has a light blue background. At the top, it says "Upload an Electronic Document:". Below this is a text input field labeled "Description:". Underneath the description field is a file selection area labeled "File:" with a "Choose File" button and the text "No file chosen". To the right of the file selection area is an "Upload" button.

13. Congratulations, you have completed the first phase of the registration process. With the completion of these four forms you are 90 percent registered to join us on a Voyage this fall! Lookout for an email giving you the next steps to complete your registration as well as what Voyage you have been placed on. Know that your spot on your Voyage is conditional on your completion of these next steps. We can't wait to meet you.